

3. All programming, announcing, and engineering is handled by the heelers under the guidance of a member who acts as supervisor.
 - a. Heelers may write and produce special shows if they wish to do so, subject to the approval of the member in charge.
4. Hacktimes should provide an opportunity for practical experience.
5. Scheduling of announcing and engineering is handled by the heelers under the guidance of the member in charge.
6. All heelers are urged to be present for all or a part of as many hacktimes as possible.

E. General

1. All heelers who are present in the studios are expected to be working on station jobs.
2. Be on the lookout for jobs which need doing; respond quickly to a member's call for a heeler.
3. There is always opportunity for heelers to work on special projects.
 - a. Consult the Department Head concerned for approval.
4. Station operations are completely suspended during University examination periods.
5. There is opportunity for special work during University Vacations. (See Points Sec. - below)
 - a. Such work is never required.
6. The heelers are responsible at all times for keeping the studios and offices clean.
 - a. The studios and offices will be set in order before the close of each broadcasting day.
 - b. Any heeler who has no assigned job should occupy himself by cleaning the dirtiest place he can find in the studios or offices.
7. Heelers will be responsible for carrying out the requirements for election. (See below)
 - a. A Heeler will not be excused from solicitation of advertisement simply because he has secured one contract.
8. All heelers will be expected, when necessary, to assist in the work of repairing and extending the underground wires through which WYBC reaches campus buildings.

VI. Minimum Requirements

- A. Every heeler must, in order to be considered for election to the board:

1. Secure one contract for advertisement over WYBC.
 - a. The Business Department will instruct you in the procedure for solicitation and provide you with the necessary brochures and other literature.
 - b. Check the Business Bulletin Board regularly for special information.
 - c. The Business Department will call meetings for the purpose of instruction.
 - I. Notice of Business meetings will be posted in the regular way. (See Meetings Sec. - below)
2. Receive the certification of the Chief Announcer and the Chief Engineer.
 - a. Certification will be given to those heelers who